



2028 ANREP Biennial Conference Request for Proposals

August 25, 2025

To: ANREP Members and Land Grant Institutions

From: Kevin Zobrist, ANREP President

Phone: 425-231-4524

Email: kevin.zobrist@wsu.edu

The Association of Natural Resource Extension Professionals (ANREP) is seeking proposals from Extension units that would like to host the National Extension Natural Resources Conference to be held in 2028.

Proposals should be returned to me not later than **Friday, December 12, 2025**.

Proposals will be accepted from **any Extension faculty at Land Grant Universities in any state or territory**. Extension faculty in two or more adjoining states may co-host this event but one state (the state in which the conference occurs) must take the lead and will be recognized by ANREP as the host state.

We recognize that serving as a host state for an ANREP Conference is a major undertaking, but it also is an opportunity to showcase the quality and expertise of your university and the natural resources and special features of your state. The “Guidelines for ANREP Conferences” section on pages 26 – 29 of the [ANREP Policies and Procedures Handbook](#) outlines the roles and responsibilities for hosting and ANREP conference. This information is also attached.

Proposal Requirements

Your proposal must include a description of one or more potential conference sites. If possible, we prefer a site that practices sustainability and that is surrounded by or located near a setting with natural resource interest. Your proposal should also include:

- Distance to the nearest national airport (2-hr maximum travel time)
- Nearest city
- Meeting and lodging facilities

- Guest amenities
- A description of five or six half-day natural resource tour opportunities in the local vicinity
- A description of sustainable practices employed by the conference center.
- Names of one or two Extension faculty from your university that you recommend serving on the Conference Planning Committee. Include a brief description of their past experience in planning a national conference or other major event.
- At least one letter from an appropriate administrator verifying that your university has the faculty resources and financial backing to conduct this conference.
- Cost estimates for lodging, food, and meeting room space from each potential conference site. Plan for a conference length of 3 days. Traditionally, the conference has been held during mid-May. Choose approximate dates that you feel will attract the most participants based on cost, amenities and competing events. Assume there will be 175 to 225 participants.
- Anything else you think the Board should know about when considering your proposal.

Conference Financial Policy

It is ANREP policy that the biennial conference covers its costs plus produces revenue that can help supplement ANREP's budget to fund conference scholarships or other priorities. In negotiating a contract with you (the host institution), sharing of net revenue may be allowed and the sharing of financial risk (net loss) is encouraged in case the conference does not cover costs. Grants and donations received by ANREP in support of the conference will not be included in revenue to be shared, though revenue from commercial sponsors may be shared. The President and Board will make the best deal possible in negotiating a contract with the host institution and will set the registration fees for the conference in keeping with this policy. See page 51-52 of the Policies and Procedures Handbook for an example agreement between ANREP and a host state.

Information from Past Conferences

To assist you in understanding the work that is involved and the expenses that you may incur, we encourage you to contact one of the past Planning Committee Chairs. Their contact information is found in the ANREP online directory (login required).

- Bob Bardon and Janice Sitzes – 2026 Conference, Wilmington, NC
- Jennifer Fetter and Danielle Rhea - 2024 Conference, Hershey, PA

Selection Criteria

The ANREP Board will select the Host State based on:

- Prior experience on the part of the Host State's faculty in conducting a major educational event; evidence of support from Host State's Extension faculty.
- Convention facilities and hotels that have:
 - Ability to host 175 – 225 people in a safe, clean, and healthy environment
 - Sufficient meeting space for general sessions for all conference attendees
 - Breakout rooms for concurrent sessions and workshops for approximately 50 people each
 - Banquet facilities for the entire group as well as for special events
 - Exhibit space for approximately 40 – 60 posters and 8 - 10 vendors
 - Location within 2 hours of a major airport
 - Estimated costs for lodging, meals, and meeting space
 - Amenities offered by potential conference sites.
 - Sustainable practices employed by the conference site/center/hotels.
 - A broad variety of natural resources tours
 - Cost sharing and revenue sharing

Notification

Following Board consideration, you will be notified of the outcome of your bid by the ANREP President.

Attachment: Guidelines for ANREP Conferences

From the ANREP Policies and Procedures Handbook

Conference Committee:

The Board will appoint a Conference Planning Committee (Conference Committee) consisting of ANREP members and partners after the host state has been chosen. The Conference Committee will include representatives from the host state, the ANREP Treasurer and Executive Secretary, other members of the ANREP Executive Committee as determined by the ANREP president, a representative from a past Conference Committee, and others as needed to ensure appropriate diversity in disciplines, geography, etc. The ANREP President or President-elect may not serve as Conference Committee Chair.

The Conference Committee makes all major decisions regarding the conference, and will determine:

- The committee meeting schedule
- The conference location and dates based on bids received.
- The overall program format and schedule
- The conference budget and registration fee
- The conference early registration deadline
- How best to advertise the conference
- The form of the published proceedings
- The Conference Committee shall cultivate relationships with funding partners in the Natural Resource industries and organizations that rely on and benefit from land-grant research and Extension and have a vested interest in the development of tomorrow's professionals.
- How NREEF might be able to support a unique component of the conference

The Program Chair:

A Program Chair (or co-chairs) will be appointed by the conference committee. The Program Chair is responsible for identifying keynotes and other slots for which speakers must be obtained. The Program Chair also sends out instructions to presenters and moderators, answers questions, and sends letters of appreciation to keynote speakers.

Host State Role:

At least two ANREP members from the Host State are expected to serve on the Conference Committee. Additional members will be added as needed to conduct the

conference. The Host State will be responsible for carrying out all plans made by the Conference Committee, including:

1. Soliciting bids from potential conference sites and associated lodging
2. Executing a memorandum of agreement between ANREP and the Host State University, including a statement of work, cost of conference services, preliminary budget, conference planning timeline, payment terms and other contractual statements. The memorandum must be completed at least one year before the conference date. Example agreements, budgets and conference timelines are available on the ANREP Google Drive.
3. Producing and distributing advertising materials, including the preliminary announcement/call for abstracts; final announcement and registration instructions.
4. Recruiting speakers, as directed by the Conference Committee
5. Publishing the final conference program
6. Registering participants
7. Recruiting volunteers as needed to conduct the conference (e.g., moderators, audio-visual equipment operators, tour guides, poster set-up managers, registration assistants, state gift swap, auction, photographers, etc.).
8. Arranging study tours, including all logistics needed (bus rental, estimated costs, food, etc.)
9. Producing a proceedings or other summary of the conference (e.g., webinars as determined by the Conference Committee)
10. Purchasing or providing all supplies needed (with reimbursement from the conference account)
11. Processing all conference income and expenses from a conference account established by the Host State
12. Summarizing the evaluation forms and providing a summary to the Conference Committee

Certain duties of the Host State as described above may be delegated to other members of the Conference Committee, but the Host State maintains responsibility for ensuring completion.

Abstract Committee:

The Abstract Committee will be responsible for working within the allotted time designated by the Conference Committee to ensure that abstracts are selected, and presenters are coordinated for the conference. The Program Chair should work closely with the Abstract Committee Chair to ensure duties are fulfilled and meet the needs of the Conference Planning Committee.

Guidelines for conference management, financial management

The finances for biennial conferences should be handled by an entity capable of producing an auditable set of financial records. In most cases, this will be conference support services provided by the host state's institution. In other cases, the ANREP Treasurer will establish and oversee a conference account, which will be held separate from other ANREP bank accounts. If the Association is handling biennial conference bookkeeping in-house, the Treasurer will use the conference checking account for receiving conference registration and sponsorship monies (from the Executive Secretary directly, or from the Executive Secretary via a third party), and for paying conference expenses (to vendors directly, or to vendors via a third party).

An audit trail shall be maintained for all conference income and expenditures regardless of whether the finances and audit are managed by a host state's institution or ANREP directly. Cancellation insurance shall be purchased, to guard against financial burdens in the event of cancellation.

The fund balance in the conference checking account should represent (1) conference proceeds being held for general budget, (2) silent auction proceeds used to cover ANREP conference travel scholarships, and (3) sufficient funds to address any potential losses from future conferences. Conference proceeds shall be deposited in the conference checking account and disbursed into the general fund account the following two years (half of the proceeds each year).

Disbursement of Profits:

ANREP must receive at least \$7,000 from the conference to support the organization. Beyond that, agreement on the disbursement of profits will be made between the Board and the host state during the planning phase. If the host state functions as the financial manager and handles all details related to registration and finances, profits will be split 50:50 between the host state and ANREP. For those conferences at which ANREP assumes responsibility for financial management, profits will be split as follows: 25% to the host state and 75% to ANREP.

Registration Refund Policy:

Requests for refunds must be made in writing to the ANREP President. A \$50.00 processing fee will be deducted from all refunds. All refunds will be issued 4 to 6 weeks after the event. Substitute registrants are welcome and may be named at any time.

Refunds will be granted as follows:

1. Refund requests dated at least 28 days prior to the event will be granted in full less a \$50.00 processing fee.

2. Refund requests dated 14 days to 27 days prior to the event will be granted at fifty percent (50%) less a \$50.00 processing fee.
3. Refund requests dated less than 14 days prior to the event will NOT be granted.
4. The Conference Chair and Co-Chair will handle refund appeals due to an emergency on a case-by-case basis.